

Rotherham Allotments Alliance

Finance Committee Meeting No.11

On Meeting Date: Monday 6th March 2023

Meeting Location: In Person: Garden Room, Clifton Park, Online: Zoom

Chair: John Palmer

(Minutes Donna Bushby)

Present: Directors: In person: John Palmer (JP), Mohammed Suleman (MS), Cllr Dave Sheppard, Sue Jackson (SJ) and Allotment Support Assistant – Donna Bushby (DB).
On Zoom: Brian Steele (BS)

F087/03/23 (1) **Apologies:** None submitted.

F088/03/23 (2) **Minutes from Previous Meeting**
Were presented and approved at the last board meeting.

F089/03/23 (3) **Matters Arising**
a) None identified not covered by agenda.

F090/03/23 (4) **Financial Report**
a) DB prepared a report which was circulated to directors prior to the meeting
b) Current Funds:
i. Current account @ 27.02.23 - £47,023.08
ii. Reserve Account @ 27.02.23 - £32,126.59
c) Rents received as @ 27.02.23 - £54,529.10 (76%). Currently at £61k (87%). £9k is outstanding. 1 payment for £4k is due from a society who sent their cheque to the wrong place. All other societies have paid.
d) DB is going to go through all non-payers and will send out chase letters. It was stated that it was quite possible that invoices may have not been received electronically.
e) Question was asked regarding anyone requesting to pay in instalments. It was reported that only 1 person is currently paying in instalments.
f) Business Stream – have asked for a letter from RMBC to request bank account details to be paid into. DB has contacted the Energy Officer at RMBC.

F091/03/23 (5) **2022 Finance Audit / Report**
a) A copy of the financial audit has been circulated to directors. A copy will be sent back to the auditors. It will need submitting to the FCA once it has been approved at the AGM. DB will set up the submission and the documents will have to be attached and submitted after the AGM.
b) Directors were issued with financial reports from 2022. Last year shows an overspend of £9k on the revenue budget. This is due the solicitor fees paid and extra projects that were completed. Money was used from the reserve account for these but won't show up due to the accounting process. No questions were raised on the reports. It was noted that some projects had to be listed as capital items such as the new car park at Clough Bank.
c) A letter of recommendation was issued with the report: 1 for expense claims. An updated log sheet has been completed, along with a mileage claim form, and will be circulated to directors. The other was for invoices from contractors for works done. All invoices must be a separate document and not just an email.
d) Back pay invoice has still not been received. The costs for March for the ASA has been received. This needs querying due to DB's departure on 10.03.23. Tim Archer and Andy Lee have been notified.

F092/03/23 (6) **Financial Arrangements until post of ASA is filled**
a) The Chair updated SJ on the current situation. The job description has been completed by DB. The advert needs to be written. DB to complete and submit to BS. BS will then submit to Andy Lee.

- b) Meetings have now been changed to 1 board meeting a month. Sub-committee meetings are suspending until further notice.
- c) DB has offered to do some ad-hoc hours on a temporary basis to complete the financial administrative work and support the board with other administrative tasks. This was agreed in principle but will need to be ratified at the next board meeting.
- d) DB will sit with SJ after the meeting to go through the financial tasks. Discussed regarding the fob for online banking access – this had not been received as yet.
- e) DB can still use the laptop so all passwords need to remain the same. DB can generate any letters for JT to print out and send.
- f) Issue discussed regarding the debit card which is in DB's name. Concern was raised regarding the number of cards being made available and the risk to accessing the account.. If any purchases are needed, directors would be able to make purchases with their personal accounts and be reimbursed on the presentation of a receipt. The only downside is that purchases will only be logged as expenses. It was agreed that a card needs ordering in SJ's name, plus when the new ASA is appointed. The Financial Regulations will need updating with the debit card permission procedure.
- g) PO Box – setting up a new PO box will cost £300+ and a refund cannot be obtained for the existing box. A re-direction is not possible due to it being from a different mail centre. It was suggested that the PO Box stays in DB's name until the renewal in October / November and it is then cancelled and a new one started up. A re-direction can be then set up for 6 months from the old box to the new one. All RAA documents / information will need to be updated with the new address details (ensure it changes before the invoices go out). DB has been issued a pink card to allow up to 3 people to access the mail at the main office in town. It was agreed that DS has the card as they are in town the most often and can check on a weekly basis. Any post can then be passed onto the relevant directors. The new ASA will take over the collection once appointed.
- h) DB will ensure that Officers have access to all relevant systems.

F093/03/23

(7) Board meeting to be held 20th March 2023

- a) DB to send out the agenda / paperwork on 10th March.
- b) SJ was advised regarding the financial information required for the meeting. BS can give access until her fob arrives.

F094/03/23

(8) Business Plan 2023

- a) A copy was circulated of the current version to directors prior to the meeting. JP identified a couple of areas for revision.
- b) Rotherham Statistics – there is not been an update since 2016 / 2017. Discussed whether to leave this information in or remove it. Some of it may be covered by the 2021 census but might address some of the information. It was agreed to add a line to state awaiting for updated figures.
- c) 7.1.1. Allotment Plan – Asked if this summary is still relevant? It would be better to add the RAA's figures so show the current picture. The old information be removed.
- d) Tools and Equipment – was decided to just list what the RAA currently holds and remove what is with RMBC. Also needs to include pest control supplies.
- e) Alliance Management Functions – added by DB. Agreed by directors.

F095/03/23

(9) Any other business

- a) MH gave his apologies for the AGM due to being away and was advised regarding the change of board meetings.

F096/03/23

(10) Agenda Items for Next Meeting

Not Applicable.

F097/03/23

(11) Date of Next Meeting

Board Meeting – Monday 20th March 2023, 1pm – Clifton Park

The meeting was closed at 3.00pm and JP thanked everyone for their attendance.

Signed (Chair)